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722-B East Queen Street
Strasburg, VA 22657
(540) 465-2424, Ext. 5
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MINUTES

The July 11, 2024, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Randy Buckley
Jack Owens
Paul Burkholder
Mark Huddleston
Corey Childs

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Nick Livesay
Sarah Fleming
Sam Shelton
Sabrina Heltzel
Madison Coffey
Dana Gochenour
Ben Loyd
Allyson Ponn

Absent Directors or Staff:

Emma Bricker
Jack Owens
Kermit Gaither
Ira Richards
Jason Bushong

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:03 am.



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MOTION: Board approval of the June 2024 Board of Director meeting minutes. Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

Chairwoman's Report: Joan Comanor

- Reviewed written Report.
- Passed out hard copies of updated Personnel Policy, Annual Plan of Work & Strategic plan to Directors for their SOP Notebooks
- Spoke on ratings/scores from the VA League of Conservation Voters
- Bay Score is currently at a C+ which is higher than the last grading.
- Shared the VA Coop Extension "2023 Situational Analysis" for Shenandoah County.
- DCR Grant Agreements were received and signed.

MOTION: to ratify Chair signature on the Operations and Cost Share Grant Agreements as carried out with Delegated Authority. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

- TMDL meeting participation discussion.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee met July 11, 2024, at 9:30am.
- Stephanie presented the Proposed FY25 Budget

MOTION: to the FY25 Proposed budget as presented by Board Treasurer Stephanie Shillingburg. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			



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MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Prepping for new Fiscal Year.
- Spot Checks went well.
- Sam has put together Field Trauma Kits for District Vehicles in the event of a more serious injury that a standard First Aid Kit will not cover. All Vehicles are equipped with First Aid Kits, Emergency Roadside safety items, Bee Sprays and other safety items. Staff also have access to a cooler for carrying water during field visits.

Senior Conservation Specialist, Nick Livesay:

- Gearing up for the \$7.7million FY25 Cost Share year.
- Looking at some projects that will benefit the TMDL DEQ Streams of concern referenced in Shenandoah County.

Conservation Specialist, Madison Coffey:

- Lots of follow up and new visits.
- Discussion on weather problems/drought conditions and crop effects.

Conservation Specialist, Sabrina Heltzel

- Gave a brief review of participating in the Nutrient Management Plan Writer Training. Will be taking her exam in August along with Madison and Nick.
- Received her hard copy Conservation Planner Certificate this week.

Conservation Specialist, Ben Loyd

- Gave a review of the Karst Symposium.
- Has been busy helping with Year End close outs.

Conservation Technical Assistant, Sam Shelton

- Busy working on Carryover Letters for participants.
- Received acknowledgement that he has received his Conservation Planner Certificate.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Nick participated in an outreach event held at Starbucks, Woodstock location. He joined Sustainability Matters and the Department of Forestry at this informational event.
- Spoke on the VNRLI program she recently graduated from.
- Gave an update on the Outreach event that took place in June.
 - 38 participants, 21 were local farmers. Senator French was in attendance.



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Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

- Mary Reviewed the CTC Report.
- Motions are as follows:

MOTION: to recommend that the board ratify approval of tax credit for 13-24-0084 SL-1 (585092) in the amount of \$ 340.90 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of increases for 13-23-0005 (496827 and 496813) in the amount of \$306.25 and \$122.50 respectively and tax credits for 13-23-0005 (496827, 519059, and 496813) SL-1s in the amount of \$446.95, \$176.95, and \$318.17 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of tax credit for 13-23-0015 SL-1 (515353) in the amount of \$ 1,318.84 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of an increase for 13-24-0084 SL-1 (instance# 585091) in the amount of \$306.25 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			



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Corey Childs	X				*Jack Owens			
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MOTION: to recommend that the board ratify approval of 13-24-0041 SL-6W (instance# 588608) and associated NRCS conservation plan in the amount of \$78,303.50 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of 13-24-0020 SL-6W (588713) and associated conservation plan in the amount of \$ 147,578.63 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of the 2025 Average Cost List. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			

MOTION: to recommend that the board ratify approval of the 2025 Ranking Sheets including the new forestry ranking sheet

Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
Corey Childs	X			*Jack Owens			



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MOTION: to recommend that the board ratify signatures on the Carryover Report. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

MOTION: to recommend that the board approve the forwarding of a VCAP Conservation Landscape project 13-25-001 in the amount of \$7,000.00 to VSWCD for review/approval as presented by Allyson Ponn at the 7/11/2024 meeting. Motion made by Paul Burkholder, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

Dam Safety & Conservation Easements - Jim Fagan

- Monitoring devices have been installed at both Dam locations.

Education & Information – Joan Comanor

- Nothing to add to report.

Legislative – Paul Burkholder

- Working to meet with Tim French.

Personnel – Joan Comanor

- The Personnel committee has asked Dana and staff to assist in making suggestions for ranking criteria for staff evaluations.
- Please note there may be a Personnel Committee meeting scheduled in August.

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No meeting took place in June.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.
- No meetings scheduled at this time.

Shenandoah Pure Water Forum – Jack Owens

- Jack was absent from the meeting, a report will be given at the August meeting.



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Alliance for the Shenandoah Valley – Joan Comanor

- Reviewed the written report.

Corey Childs and Paul Burkholder departed the meeting at approximately 11:45am.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent presented and reviewed a handout of NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- All end of year and 4th quarter items have been submitted to her.
- Spot Checks and File Reviews went well.
- Debbie reviewed key items in her written report.
 - Cost Share and Operations Funding for FY25
 - Policy Changes
 - Upcoming trainings

Virginia Cooperative Extension: Corey Childs

-

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Kermit Gaither, Jack Owens, Corey Childs, and Paul Burkholder were absent from the meeting at the time of vote.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				*Paul Burkholder			
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					*Jack Owens			

The meeting adjourned at approximately 12:10pm.

Respectfully submitted,
Sarah R. Fleming, Board Secretary

Approved by the Board through motion on: August 8, 2024